

Unit 12 Written quiz

Name: _____

Date: _____

Total Score

_____/50 points

A Jan is talking with a friend about her job interview. Listen and circle *True* or *False* for each sentence.

- | | | |
|--|-------------|--------------|
| 1. Jan felt comfortable in the interview. | True | False |
| 2. Jan did not have a chance to talk about her hobbies in the interview. | True | False |
| 3. A friend told Jan to only talk about things related to the job in an interview. | True | False |
| 4. Jan said too much about her current job situation. | True | False |

A _____ /8 points (2 points each)

B How should you prepare for a job interview? Choose the best expression on the right to complete each sentence.

- | | |
|---|--|
| A “ _____
(1) _____
(2) _____ is do some research. _____
(3) _____ is you
can use what you learn in the interview.” | What I’m saying
The good thing about that
Well, what I’d do first |
| B “ _____
(4) _____ is a short course in preparing for interviews.

(5) _____ is that you’ll feel more prepared during the actual
interview. _____
(6) _____ is go through a practice interview
with a friend. That can help a lot, too.” | The advantage of that
Or, another thing to do
What you need |
| C “ _____
(7) _____ is not worry about it too much. _____
(8) _____ is be careful about your appearance. Like, how you dress.

(9) _____ is so you look like you belong in the job.” | The main reason to do that
What I would do
However, one thing you can do |

B _____ /9 points (1 point each)

C Complete the conversation using the future continuous or the future perfect. Use the words in parentheses.

- A** What do you think you’ll _____ (do) a couple of years from now?
- B** Oh, by then I’ll _____ (1) _____ (finish) my degree and will probably
_____ (2) _____ (work) as an engineer. How about you? What will you _____ (do)?
(3) _____
- A** I’m not sure. I might _____ (travel) or something. I’ll definitely _____ (graduate) by that
time, but I probably _____ (5) _____ (not find) a job!
(7)

C _____ /7 points (1 point each)

D Complete the chart with the jobs from the box. There is one extra job.

civil engineer	interpreter	stockbroker	tax adviser	translator
contractor	pediatrician	surgeon	telemarketer	

- | Health care | Construction industry | Language specialists | Financial sector |
|-------------|-----------------------|----------------------|------------------|
| 1. _____ | 3. _____ | 5. _____ | 7. _____ |
| 2. _____ | 4. _____ | 6. _____ | 8. _____ |

D _____ /8 points (1 point each)

E Complete the conversation with expressions to introduce what the people say. Use the words in parentheses.

Daniel Hey, you're teaching a class at the gym, right? How do you like it?

Jenna Oh, it's fine. _____ (1) (best) it's a dance class, and I love to dance. And actually, they're starting a new. . .

Daniel _____ (2) (reason) I'm looking for a part-time job, so I was wondering if it's a good place to work.

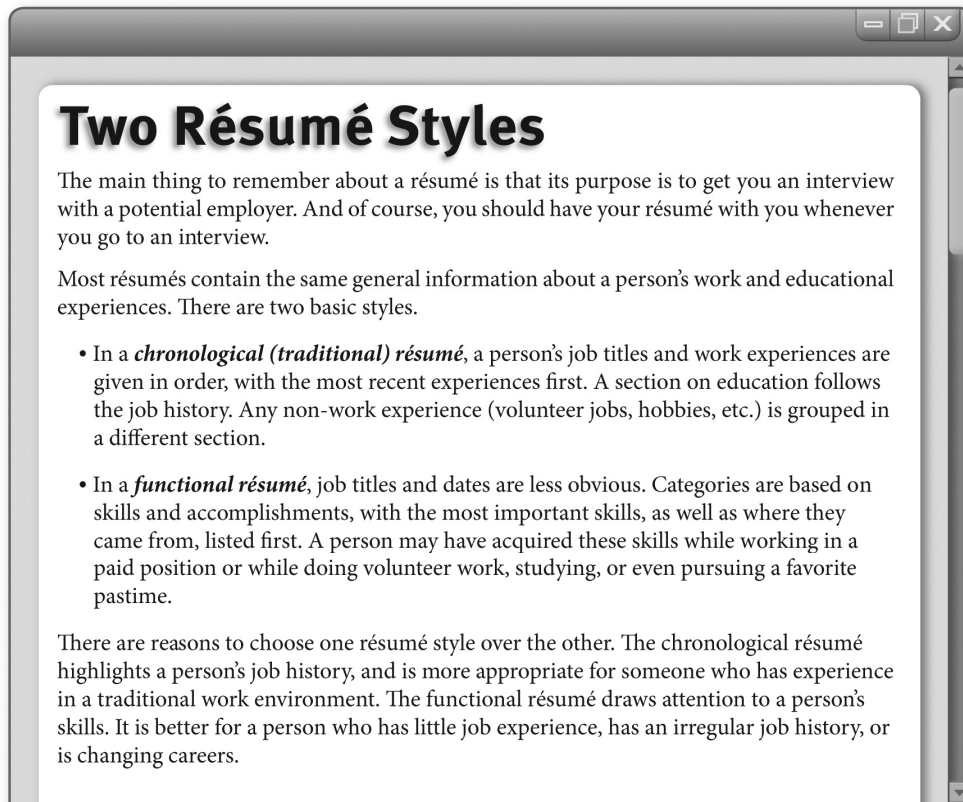
Jenna Yeah, it's great. _____ (3) (what / tell) they're starting a new class, and they need an instructor. Can you teach yoga?

Daniel No, but here's the thing. _____ (4) (heard) they might need someone to work at the front desk.

Jenna Oh, I didn't realize that. Maybe you'd better call them to find out.

E _____ /8 points (2 points each)

F Read the article. Then read the statements and circle (a) True, (b) False, or (c) Doesn't say.



Two Résumé Styles

The main thing to remember about a résumé is that its purpose is to get you an interview with a potential employer. And of course, you should have your résumé with you whenever you go to an interview.

Most résumés contain the same general information about a person's work and educational experiences. There are two basic styles.

- In a **chronological (traditional) résumé**, a person's job titles and work experiences are given in order, with the most recent experiences first. A section on education follows the job history. Any non-work experience (volunteer jobs, hobbies, etc.) is grouped in a different section.
- In a **functional résumé**, job titles and dates are less obvious. Categories are based on skills and accomplishments, with the most important skills, as well as where they came from, listed first. A person may have acquired these skills while working in a paid position or while doing volunteer work, studying, or even pursuing a favorite pastime.

There are reasons to choose one résumé style over the other. The chronological résumé highlights a person's job history, and is more appropriate for someone who has experience in a traditional work environment. The functional résumé draws attention to a person's skills. It is better for a person who has little job experience, has an irregular job history, or is changing careers.

1. You should take your résumé with you to the interview.
a. True b. False c. Doesn't say
2. Chronological résumés list jobs and education separately.
a. True b. False c. Doesn't say
3. Functional résumés don't list job titles and dates.
a. True b. False c. Doesn't say
4. You can include hobbies in both types of résumé.
a. True b. False c. Doesn't say
5. Most employers prefer functional résumés over chronological résumés.
a. True b. False c. Doesn't say

F _____ /10 points (2 points each)